



Joseph V. Doria, Jr.
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 3/19/08

JOB TITLE: Consumer Outreach Representative I

SALARY: (R7) (\$ 32,267) - (\$ 45,402)

DIVISION: Single Family Programs

FL STATUS: Exempt ☐ Non-Exempt ☒

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under supervision, assist in preparing responses to referrals from the office of the Governor and Commissioner of the Department of Community Affairs; answer written and oral inquiries from consumers, lenders and real estate officials regarding Single Family programs, policies and procedures; recommend appropriate course of action in case of specific problem or need; generate and distribute standard computer reports for all programs, and enter dates for loan files received daily into Mitas. Distribute file to appropriate Underwriter; assist in preparing labels and packages for Hotline requests; assist in coordinating consumer, realtor and special training sessions; represent the HMFA at marketing events; perform related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

High school graduate.

2) EXPERIENCE / SKILLS:

Three (3) years of experience in customer service or related field. Must have strong writing skills and the ability to communicate effectively orally; proficiency in Microsoft Office (i.e., MS Word) and data entry; knowledge of FNMA, FHLMC, FHA and VA underwriting guidelines; the ability to establish and maintain effective working relationships with staff and the general public.

Other requirements: some travel is required to attend speaking engagements and to meet with realtors.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J., 08650-2085; FAX (609) 278-8858. E-Mail: HRjobs@njhmfa.state.nj.us

